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<b>Bulletin Number</b>	32543BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	DEPARTMENTAL CIVIL SERVICE REPRESENTATIVE
<b>Exam Number</b>	R1881F
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	04/21/2014
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	5506.00
<b>Salary Maximum</b>	7221.00
<b>Position/Program Information</b>	<b>FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED, OR ON WEDNESDAY, APRIL 23, 2014, WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.</b>

**APPLICATIONS WILL BE ACCEPTED STARTING MONDAY, APRIL 21, 2014 AT 8:00 A.M.**

Represents departmental management as an advocate before the Civil Service Commission. Positions allocable to this class are found in line departments and report to a Head Departmental Civil Service Representative or higher level personnel position. Departmental Civil Service Representatives are responsible for independently investigating, preparing, and presenting cases involving all departmental actions which may be appealed to the Civil Service Commission. Positions are also responsible for reviewing and approving proposed departmental disciplinary actions to ensure such actions are appropriate, are in compliance with departmental and County policies relating to discipline, and have sufficient basis for defense in the event the action is appealed to the Civil Service Commission. Incumbents must possess a thorough knowledge of departmental and County policies and procedures related to discipline, relevant case law involving disciplinary actions and discrimination matters, and the procedures of civil service hearings sufficient to serve as a departmental advocate. Incumbents must also possess the ability to write and speak persuasively in order to present written and oral arguments before the Commission, departmental management, and opposing counsel.

#### **Essential Job Functions**

- Analyzes, researches, formulates, recommends, and administers departmental policies, procedures, rules, and regulations related to discipline, relevant case law involving disciplinary actions, rules of evidence, administrative law, and civil and criminal procedure.
- Handles discrimination matters that require prompt and sufficient action to mitigate liability exposure to the County.
- Serves as a consultant to departmental managers in establishing and reviewing departmental disciplinary policies, preparing and documenting performance evaluations, counseling managers on techniques for correcting specific behavior or performance problems, ensuring appropriate application of Civil Service Rules and Employee Relations agreements, ensuring letters (e.g., disciplinary, discharge, reduction and suspension) are consistent with applicable policies, procedures and guidelines, recommending modifications of proposed departmental actions, and reviewing negative performance evaluations to ensure such evaluations are properly documented and supported.
- Conducts directed investigations, reviews, prepares, and researches fact finding on matters arising from Skelly meetings, grievances, and/or third party investigative reports.
- Reviews, advises, and/or prepares proposed corrective action letters, including but not limited to letters of discharge, reduction, and suspension to

ensure the department is consistent with applicable regulations, policies, procedures, and to ensure proposed actions have a sufficient basis for defense.

- Works with management and/or employee relations to enter into stipulated agreements and settlements that are in the best interest of the department.
- Prepares, reviews, and evaluates a variety of documents (e.g., narrative reports, correspondences, settlement proposals, etc.) using a personal computer and appropriate software programs and using standard English (e.g., grammar, structure, punctuation, usage, etc.) in order to communicate pertinent information to all relevant parties.
- Prepares and presents cases for Civil Service or Employee Relations Commissions by interviewing witnesses, assembling evidence, analyzing information, developing a strategy of presentation, preparing briefs, motions, and oral arguments, and examining and cross examining witnesses.
- Testifies before the Employee Relations and Civil Service Commissions or other formal administrative proceedings as needed.

## Requirements

### **SELECTION REQUIREMENTS:**

**OPTION I:** One year of experience performing technical human resources responsibilities at the level of Senior Departmental Personnel Technician\* or Human Resources Analyst II\*\*.

**OPTION II:** One year of experience preparing and presenting cases\*\*\* involving employee discipline before an impartial third party.

**OPTION III:** Graduation with a Juris Doctor degree or its equivalent from a law school accredited\*\*\*\* by the Committee of Bar Examiners or approved by the American Bar Association, or by the California State Council for Post-Secondary Education.

## Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

## License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

## Special Requirement Information

\*In the County of Los Angeles, Senior Departmental Personnel Technician performs the more difficult technical personnel work in a County department or supervises the day-to-day work of a small unit comprised of technical personnel and clerical staff of the personnel office of a medium-sized department.

\*\*In the County of Los Angeles, Human Resources Analyst II conducts administrative studies and analyses of County personnel operations, and provides professional services to operating departments regarding administration of Countywide Human Resources programs, under general supervision.

\*\*\*Prepares and presents cases for civil service hearings by interviewing witnesses, assembling evidence, analyzing information, developing a strategy of presentation, preparing briefs, motions, and oral arguments, and examining and cross examining witnesses.

**In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.**

## Accreditation Information

**Accreditation:** \*\*\*\*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

## Examination Content

**This examination will consist of two (2) parts:**

**PART I:** A written test that consists of both computerized and paper-and-pencil

components **weighted 50%**. The written test will measure reading comprehension; written expression; data analysis and decision making/mathematics; deductive reasoning, professional potential; achievement; independence; influence; confidence and optimism; and reliability.

Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part (s) for at least a year.

Candidates who are unsuccessful on the written test will be notified by mail and will not proceed to the interview portion of this exam.

**PART II:** A structured interview **weighted 50%** designed to assess knowledge of employment laws, interpersonal and communication skills, work skills and productivity, and software knowledge and skills.

Invitation letters for all exam parts may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address.

Candidates will be notified of their test results by US mail. Scores cannot be given over the telephone.

**WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible register.

**Special Information TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:**

- An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

- You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

**While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.**

**Vacancy Information**

The resulting eligible register will be used to fill vacancies throughout Los Angeles County. Departmental eligible registers may be established upon request by departments having this class.

**Eligibility Information**

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete in this examination more than once every twelve (12)

**Application and  
Filing Information**

months.

All applicants are required to submit a Standard County of Los Angeles Employment Application ONLINE only. Applications will not be accepted by mail, fax, or in person.

**INSTRUCTIONS FOR FILING ONLINE:**

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=32543BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=32543BR)

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los  
Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Dolly Batungbacal
<b>Department Contact Phone</b>	213-351-6471
<b>Department Contact Email</b>	dbatungbacal@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	213-738-2057
<b>Teletype Phone</b>	800-899-4099
<b>California Relay Services Phone</b>	800-735-2922
<b>Alternate TTY Phone</b>	800-897-0077
<b>Job Field</b>	Administration
<b>Job Type</b>	Administrative Support

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